

## 12.0 IMUA KĀKOU – YOUNG ADULT VOLUNTARY FOSTER CARE PROGRAM

### OVERVIEW

The Federal government recognizes that children do not instantly become responsible adults at age 18 and that they continue to need support well past the age of 18. As a result of the Affordable Care Act, former foster youth who were enrolled in Medicaid on their 18<sup>th</sup> birthday are conditionally eligible for continued enrollment in Medicaid through their 26<sup>th</sup> birthday. The State of Hawai`i administers the Medicaid program through the Med-QUEST Division. Former foster youth benefit further under the Fostering Connections to Success and Increasing Adoptions Act of 2008, which permits states to claim federal reimbursement of a portion of the cost for caring and supervising Title IV-E eligible foster youth until their 21<sup>st</sup> birthday, under certain conditions. Similar benefits apply to former foster youth who were placed under a guardianship or adopted at age 16 or older.

Following the federal lead, Hawai`i enacted the Young Adult Voluntary Foster Care Program, which went into effect on July 1, 2014. The purpose of this legislation is to provide care and support to eligible former foster youth until their 21<sup>st</sup> birthday and “to support former foster youth in the transition to adulthood and becoming independent and self-sufficient.” To enter the program, the former foster youth must have attained the age of 18 while under the DHS’ foster custody or permanent custody and must no longer be the subject child in a H.R.S. Chapter 587A case. Youth who, after attaining the age of 16, were placed in legal guardianship or adopted may also be eligible for the program’s financial and case management benefits if they meet the eligibility criteria and if their guardianship or adoptive relationship is no longer emotionally and financially supportive; otherwise, they may receive only extended guardianship or adoption financial assistance until their 21<sup>st</sup> birthday if they meet the eligibility criteria for the Young Adult Voluntary Foster Care Program. The young adult’s participation in the program is voluntary; however, the young adult must continuously meet the eligibility requirements for the program to receive its benefits. Young adults have named the program, Imua Kākou (“moving forward together”).

### GOALS OF THE IMUA KĀKOU PROGRAM

1. Young adults who have experienced foster care will have the same building blocks for success in family, work, and adult life that are available to their peers in intact families.
2. The Imua Kākou program will have developmentally appropriate supports and services for youth transitioning from foster care to adulthood.
3. Young adults have a meaningful voice in all aspects of decision making about their lives and future, including case planning and court proceedings.
4. The Imua Kākou program will provide high quality oversight and accountability to ensure that services lead to positive life outcomes.

**AUTHORITY**

**PL 110-351**, Fostering Connections to Success and Increasing Adoptions Act of 2008  
**PL 111-148**, Patient Protection and Affordable Care Act  
**42 USC Chapter 7, Sub Chapter IV, Part B**, Child and Family Services  
**42 USC Chapter 7, Sub Chapter IV, Part E**, Federal Payments for Foster Care and Adoption Assistance  
**45 CFR Subtitle B, Chapter XIII, Subchapter G**, The Administration on Children, Youth and Families, Foster Care Maintenance Payments, Adoption Assistance, and Child and Family Services  
**HRS Chapter 346, Part XIX**, Young Adult Voluntary Foster Care Act (currently at 346-391 thru 407)  
**HRS Chapter 587A**, Child Protective Act  
**HRS Chapter 578**, Adoption  
**HRS Chapter 560:5 Part 2**, Guardianship of a Minor (at 560:5-201 thru 210)  
**HAR 17-1618**, Young Adult Voluntary Foster Care  
**HAR Title 17, Subtitle 6**, Benefit, Employment, and Support Services Division  
**HAR Title 17, Subtitle 11**, Child Welfare Services Programs  
**HAR Title 17, Subtitle 12**, Med-QUEST Division

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**DEFINITIONS**

**“90-Day Transition Plan”** means the transition plan developed with the young adult and the DHS, or an agency acting on its behalf, that is updated during the 90-day period immediately prior to the young adult’s 21<sup>st</sup> birthday, which includes specific options on housing, health insurance, education, local opportunities for mentors and continuing support services, and work supports and employment services, includes information about the importance of designating another individual to make health care treatment decisions on behalf of the young adult, if they become unable to participate in such decisions and the young adult does not have, or does not want, a relative who would otherwise be authorized under State/Tribal law to make such decisions, and provides the young adult with the option to execute a health care power of attorney, health care proxy, or other similar document recognized under State/Tribal law, and is as detailed as the young adult elects.

**“Case plan”** means a plan developed by the department, and any revision or addition to the plan, developed in consultation with the young adult and, at the option of the young adults, with up to two members of the case planning team who are chosen by the young adult and who are not a former foster parent of, or caseworker for, the young adult, as

developmentally appropriate, containing a written description of:

- 1) the programs and services that will help the young adult transition from foster care to independence, including a discussion of the appropriateness of the services;
- 2) a description of the Supervised Independent Living Setting, including a discussion of the safety and appropriateness of the placement and how the DHS or agency acting on its behalf plans to carry out the Voluntary Care Agreement;
- 3) a plan for ensuring the educational stability of the young adult while in foster care, including:
  - a. assurances that each placement considers the appropriateness of the current educational setting and proximity to the high school in which the child is enrolled at the time of placement, if any;
  - b. if the young adult is completing secondary education,
    - i. assurances that the young adult remains in the high school in which the young adult was enrolled at the time of each placement; or
    - ii. assurances that the young adult will be immediately and appropriately enrolled in a new school, with all of their educational records, if remaining in the home school is not in their best interest.
- 4) to the extent available and accessible, the health and education records of the young adult, including the most recent information regarding:
  - a. the names and addresses of the young adult's health and educational providers;
  - b. grade level performance, if completing secondary education or an equivalent program;
  - c. school transcripts;
  - d. immunizations;
  - e. known medical needs;
  - f. medications;
  - g. assurances that the voluntary placement considers the proximity to the high school at time of placement, if any.

**“Child”** means a person who is born alive and is less than eighteen years of age and or a **young adult** age 18 up to age 21 under the department's responsibility for placement and care.

**“Child-Caring Institution”** means a private child caring institution, or a public child caring institution which accommodates no more than 25 children, and is licensed by the State or Tribe in which it is situated or has been approved by the agency of such State or Tribe licensing authority (with respect to child caring institutions on or near Indian reservations) responsible for licensing or approval of institutions of this type as meeting the standards established for such licensing except, in the case of a child who has attained 18 years of age, the term also includes an approved supervised setting in which the individual is living independently. This definition does not include detention facilities, forestry camps, training schools, or any other facility operated primarily for the detention of children who are determined to be delinquent.

**“Material Non-Compliance”** means that the young adult is non-compliant with the case plan for a total of 45 consecutive days; or the young adult has not contacted or responded

to the IMUA KĀKOU CASE MANAGER for 45 consecutive days.

**“Placement Responsibility”** means that the Department of Human Services has placement oversight of the living arrangements of children or young adults under jurisdiction pursuant to HRS Chapter 346.

**‘Social Capital’** means the “social relationships and networks that support healthy development.”<sup>1</sup>

**“Supervised Independent Living Setting”** means a voluntary placement in which a young adult will live independently but will continue to receive support and assistance by the DHS or an agency acting on its behalf through monthly supervision.

**“Voluntary Care Agreement”** means a written agreement between the DHS or its designee and the young adult who is no longer under HRS Chapter 587A jurisdiction, but who chooses to participate in the DHS’ young adult voluntary foster care program. The Voluntary Care Agreement specifies the legal status of the young adult and the rights and obligations of the young adult and the DHS, or agency acting on its behalf, while the young adult is in the program.

**“Voluntary Placement”** means an out-of-home placement of the young adult after the young adult requested the assistance of the agency and signed a voluntary care agreement.

**“Young Adult”** means a child, who at the age of 16 was permanently placed by the DHS per an adoption or guardianship assistance agreement or at age 18 or older exited foster care while under the permanent custody, foster custody, voluntary foster custody, or court-ordered temporary foster custody of the DHS and is:

- a) Completing secondary education or a program leading to an equivalent credential;
- b) Enrolled in an institution that provides post-secondary or vocational education;
- c) Participating in a program or activity designed to promote or remove barriers to employment;
- d) Employed for at least 80 hours per month; or
- e) Incapable of doing any of the activities described in (a) to (d) due to a medical condition, which incapability is supported by regularly updated information in the case plan of the young adult.

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<sup>1</sup> “Issue Brief #2 – Social Capital: Building Quality Networks for Young People in Foster Care.” 2012. Jim Casey Youth Opportunities Initiative. <http://jimcaseyyouth.org/social-capital-building-quality-networks-young-people-foster-care> (Current as of November 13, 2020).

## 12.1 OPENING A CASE

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## 12.1 PROCEDURES

### A. Imua Kākou Program Eligibility Requirements

1. The young adult was under the permanent custody, foster custody, voluntary foster custody, or court-ordered temporary foster custody of the Department of Human Services (DHS) at the time when the young adult:
  - a) Attained age 18;
  - b) As a child, was placed in guardianship after attaining the age of 16 and the legal guardians are no longer willing or able to provide emotional and financial support (e.g., shelter); or
  - c) As a child, was adopted after attaining the age of 16 and the adoptive parents are no longer willing or able to provide emotional and financial support (e.g., shelter);
2. The young adult is no longer the subject child pursuant to Chapter 587A;
3. The young adult voluntarily consents to participate in the Young Adult Voluntary Foster Care program (Imua Kākou) and meets the program requirements; AND
4. The young adult is:
  - a) Completing secondary education or a program leading to an equivalent credential\*;
  - b) Enrolled in an institution that provides post-secondary or vocational education;
  - c) Participating in a program or activity designed to promote or remove barriers to employment;
  - d) Employed for at least 80 hours per month; or
  - e) Incapable of doing any of the activities described in (a.) to (d.) due to a medical condition, which incapability is supported by regularly updated information in the case plan of the young adult.

\*note: youth can continue in their 587A case past age 18 until graduation or age 19 while in a Department of Education school and may continue CWS services until age 21, with a qualifying medical condition, or until such earlier age when the medical condition is no longer disabling, while residing in a resource home licensed for the young adult's stay.

**B. Point of Contact and Referral.** If a young adult under 21 years of age is interested in the Imua Kākou program, direct the young adult to Shakatown to register for an account and to apply for the program. The 587A case worker, Independent Living worker, or EPIC `Ohana can help with the application. Contact SHAKA for technical assistance. The Point of Contact can also do the following:

1. Inform the young adult about medical coverage. Foster youth, who meet the criteria in section **A. 1.**, should have continuous Medicaid coverage until age 26 if the Med-QUEST Division (MQD) has current contact information. If mail from MQD is returned, coverage may stop, and the young adult will need to reapply. The young adult can contact MQD to check their health insurance status.

2. Inform the young adult about Youth Circles to assist with transition planning. EPIC `Ohana provides Youth Circles until age 27 for young adults who can become eligible for the State of Hawai`i funded Higher Education Program and who have not exhausted benefits. Assist the young adult with referral.
3. Inform the young adult about Independent Living Program (ILP) services. ILP services are available until age 27 to help young adults transition into adulthood. Currently, the ILP providers are also contracted to provide Imua Kākou case management.

**C. Venue.** Venue shall be decided on a case by case basis. However, it is recommended that the case be referred to the CWS Liaison at that place identified by the young adult as “home.”

**D. Imua Kākou Program Application – Beginning the Eligibility Process.** All young adults must complete an online application for the Imua Kākou program to begin the eligibility or re-eligibility process and submit documents supporting current participation in an eligible activity. Young adults can access the application on Shakatown after registering. Anyone can assist the young adult in completing the application, including the 587A case worker, Independent Living worker and EPIC `Ohana.

1. The IMUA KĀKOU CASE MANAGER shall respond to notifications about Imua Kākou applications by:
  - a) Contacting CWS to confirm the applicant’s foster care status; AND
  - b) Reaching out to young adult applicants.

**E. Documents Supporting Participation in an Eligible Activity.** The CWS Liaison must receive supporting documents before the DHS can decide whether the young adult is eligible. If the original documents (tangible form) are provided to CWS staff, or the contracted service provider, the worker shall scan and upload a copy to the application in SHAKA and return the originals to the young adult.

**F. Examples of Acceptable Documentation for Eligibility.**

1. **Enrollment in High School or GED Program:** School transcript; or letter from the Principal, Program Director, or school registrar.
2. **Post-Secondary Education or Vocational Program:** School transcript; or letter from the Dean, Program Director, or Admissions office.
3. **Employment (full-time, part-time, on-call, independent contract, self, etc.):** Recent pay stub; letter from employer; self-employment Tax ID number.
4. **Activities to promote or remove barriers to employment (including working less than 20 hours per week, internships, volunteering, employment preparation and skills training, residential substance abuse treatment, etc.):** Pay statements supporting employment for less than 80 hours per month; letter of enrollment from the Hawai`i Department of Labor and Industrial Relations, Unemployment Insurance Division, or other employment service; letter of acceptance or participation; resume drafts; completed job applications, etc.

5. **Medical Condition:** MDT report, letter from the diagnosing or treating doctor, or other written documentation identifying a qualifying medical condition (e.g. high-risk pregnancy, impending or recent child birth, physical injury, schizophrenia, etc.), the projected time frame for how long the medical condition is expected to render the young adult disabled and from what activities, and recommendations for treatment, management, and improving the young adult’s prospects for becoming independent and self-sufficient.

**G. Imua Kākou Application Decisions.** The CWS Liaison shall manage all submitted and abandoned applications:

1. The CWS Liaison will archive any application that is not submitted and has not been updated by the applicant for six months. The young adult will need to begin a new application if they are later interested in applying for Imua Kākou.
2. The CWS Liaison will review and consider submitted applications:
  - a) Applications will be RETURNED when CWS needs more information from the applicant to make a decision.
  - b) Applications will be marked INELIGIBLE when applicants are determined ineligible and could not be contacted to inform them of other resources, including community, state, tribal, and/or federal resources.
  - c) Applications will be marked REFERRED when applicants are determined ineligible and have been contacted to inform them of other resources, e.g. Extended Permanency/Adoption Assistance, Higher Education Program, Med-QUEST Division (MQD), Institute for Human Services (IHS), Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance to Needy Families (TANF), General Assistance (GA), Social Security Income (SSI), Free Application for Federal Student Aid (FAFSA), Hawai‘i Community Foundation Scholarship Program, Kamehameha Schools scholarships and financial aid for Native Hawaiians, Opportunity Passport, etc.
  - d) Eligible applicants will be contacted by CWS or the Imua Kākou service provider for follow up.

**H. Young Adult Applicants with Medical Conditions.**

1. **Young Adults Continuing in DHS or Department of Health Therapeutic Foster Homes.** Young adults with qualifying medical conditions who continue from their 587A case to reside in licensed therapeutic foster homes will be considered for the Imua Kākou program on a case by case basis. These young adults may continue to receive CWS services, including board payment, until age 21 without Imua Kākou case management and court involvement and may qualify for Department of Health, Developmental Disabilities Division services, including case management, which is more appropriate for addressing the challenges these young adults face. There may be unintended consequences for the young adult in terms of other benefits and services upon entering Imua Kākou. For example, Difficulty of Care payments are not paid for young adults in Imua Kākou because the DHS does not license placements for Imua Kākou participants.
2. **Young Adults Residing in Supervised Independent Living Settings (SILS).** All young adults in the Imua Kākou program shall develop a concurrent plan for maintaining eligibility. The Imua Kākou program is designed to assist young adults in

their transition into adulthood and becoming independent and self-sufficient.

**I. Young Adult Applicants Receiving Social Security Income (SSI).**

1. After applicants are determined eligible, the CWS Liaison shall inform the IMUA KĀKOU CASE MANAGER about whether the young adult receives SSI.
2. The IMUA KĀKOU CASE MANAGER shall inform the young adult (and payee, if the payee is not the young adult) that eligibility to receive Imua Kākou payments must be reported to the Social Security Administration because extended foster care maintenance payments may be counted as unearned income. The young adult's SSI payment will be adjusted accordingly by the Social Security Administration. If Imua Kākou payments are not reported, Social Security may generate an overpayment balance for the young adult, or other payee, to repay.

**J. Young Adult Applicants Receiving Temporary Assistance for Needy Families (TANF).**

The young adult cannot receive TANF payments and Imua Kākou payments for the same period of service. The CWS Liaison shall explain the economic benefit of receiving financial support through the Imua Kākou program versus receiving Temporary Assistance to Needy Families (TANF).

**K. Voluntary Care Agreement (VCA).** Once an applicant is found eligible by the CWS Liaison, the VCA is signed by the CWS Liaison and forwarded to the IMUA KĀKOU CASE MANAGER, who shall:

1. Review the VCA with the young adult within five working days;
2. Have the young adult initial each provision;
3. Sign the VCA and have the young adult sign; AND
4. Submit the signed VCA to the CWS Liaison within three working days. The CWS Liaison must submit the signed VCA to court with the petition.

**L. Imua Kākou Services, Start Date.** Once eligibility is confirmed and the VCA has been signed by CWS and the young adult, the young adult becomes eligible to receive services. See **12.3 Voluntary Foster Care Services**. However, services can be withheld and/or terminated if the young adult does not follow through with program requirements, such as participating in the initial hearing, maintaining an eligible activity, and meeting with the case manager each month.

**M. DHS Form 1504, Notice of Eligibility for Imua Kākou Benefits.** The CWS Liaison shall send DHS Form 1504 to applicants to notify them of the DHS' final disposition. The CWS Liaison shall also maintain a copy of the form in the young adult's case file.

**N. Supervised Independent Living Settings (SILS).** See Section **12.5 Placements**. Young adults in Imua Kākou reside in SILS placements that they arrange for on their own, unless they request assistance from the IMUA KĀKOU CASE MANAGER. A variety of living arrangements can be approved as SILS, so long as the young adult participates in a SILS Assessment and monthly case management services.

1. **SILS Assessments.** The IMUA KĀKOU CASE MANAGER shall:
  - a. Explain to the young adult that a home visit must occur within 60 days of

when they signed the VCA to approve the placement and assess for housing services;

- b. Inform the young adult that Imua Kākou benefits may stop if a case worker is not permitted to complete the SILS Assessment tool; AND
- c. Explain that a SILS Assessment is required for each new SILS placement.

**2. Approval Process.**

- a. If young adults do not disclose where they are living, the DHS shall not approve the placement.
- b. If the DHS, DHS contracted provider, or another approved government agency, such as the United States Armed Forces, University of Hawai'i, or Hawai'i Public Housing Authority, has not inspected and approved the placement for the young adult, the DHS shall not approve the placement.
- c. The SILS Assessment tool shall be completed within 60 days of the signing of the Voluntary Care Agreement.
- d. The IMUA KĀKOU CASE MANAGER shall review with the young adult a list of Placement Considerations, see Section **12.5** Placements.
- e. The IMUA KĀKOU CASE MANAGER shall also review with the young adult the physical condition of the placement.
- f. The IMUA KĀKOU CASE MANAGER shall use the results of each assessment to identify areas of need for housing services as part of the Imua Kākou Case Plan.

**3. Home Visits.** The IMUA KĀKOU CASE MANAGER shall:

- a. Schedule the first and/or second month's in-person visit at the young adult's home to complete the SILS Assessment and assess for other services;
- b. Schedule subsequent home visits, as necessary; AND
- c. Schedule home visits at each new placement.

**O. Foster Care Maintenance Payments.** See also Section **12.3** Voluntary Foster Care Services. Young adults who live in Supervised Independent Living Settings (SILS) receive payment through the contracted case management provider.

**1. Monthly Visits.** Foster care maintenance payments shall be withheld for the months when the young adult misses the monthly visit with the IMUA KĀKOU CASE MANAGER, courtesy supervision worker, or CWS Liaison.

a. The IMUA KĀKOU CASE MANAGER:

- i. Shall work with the young adult to create a budget showing how the foster care maintenance payment will be used, e.g., \$400 for rent, \$250 for food, \$26 other. Only after completing this activity can the payment be given to the young adult.
- ii. May distribute payments during monthly visits.

**2. Young Adults Living with their Children while in Imua Kākou.** Foster care maintenance payments paid on behalf of the young adult shall include the costs of the young adult's legal child if that child resides in the young adult's care. Under certain conditions, exceptions can be made for legal children residing out of the home. The benefit amount made on behalf of young adults and their legal children will be at the current Foster Care Maintenance Payment and Clothing Allowance age-tiered rate.

3. **Participation in an Eligible Activity.** Foster care maintenance payments shall be withheld for the months when the young adult has not fulfilled participation requirements for eligibility.
4. **Imua Kākou Case Plan and Court Report.** Please review **Definitions**, “Case Plan” and “90-Day Transition Plan,” as both apply here. The Imua Kākou Case Plan and Court Report must be completed within 60 days from the signing of the Voluntary Care Agreement, updated for each Judicial Review, and updated within the 90 days before the young adult’s 21<sup>st</sup> birthday. Engage the young adult in creating and updating the case plan. See Section **12.4** Case Plans for more information.

## P. Imua Kākou Hearings.

1. **Initial Hearing.**
  - a. **Petition for Admission.** The CWS Liaison shall ensure that the petition is filed within 30 days of the signing of the Voluntary Care Agreement, and within 15 days of the initial hearing, with the signed VCA attached. The CWS Liaison shall ensure that original copies are maintained in the case file and that the parties receive a copy.
  - b. **Notice.** CWS, or an agent acting on its behalf, shall notify the young adult in person or by certified mail to the last known address at least 48 hours before hearings.
  - c. **Court Appearances.** The CWS Liaison, the IMUA KĀKOU CASE MANAGER, and the young adult shall be present; unless there is good cause for the young adult’s appearance to be waived or for the young adult to appear by phone or live streaming. The judge may continue the initial hearing or dismiss the petition, if the young adult does not appear.
  - d. **Judicial Findings.** CWS can assist the court with meeting case review requirements by ensuring that the court holds an initial hearing within 180 days of the signing of the Voluntary Care Agreement and finds that remaining in foster care is in the young adult’s best interest.
2. **Judicial Reviews.** Judicial Reviews combine permanency hearings with six-month review hearings.
  - a. **Document Filing Requirements.**
    - i. The IMUA KĀKOU CASE MANAGER shall submit to the CWS Liaison the Imua Kākou Case Plan and Court Report, and any other document to be filed with the court, 21 days before Judicial Reviews.
    - ii. The CWS Liaison shall file documents with the court at least 14 days before hearings.
  - b. **Notice.** Parties receive actual notice when attending calendared hearings and by way of the court order from the previous hearing.
  - c. **Court Appearances.** The CWS Liaison and the IMUA KĀKOU CASE MANAGER shall be present. The court may waive the young adult’s appearance, or the young adult may appear by phone or live streaming, unless the judge orders the young adult to appear in person.
  - d. **Judicial Findings.** CWS can assist the court with meeting case review requirements by ensuring that the court holds Judicial Reviews within six months of the date of entry into Imua Kākou and at least every six months

thereafter and finds that: (1) continuation in foster care is in the young adult's best interest; and (2) reasonable efforts were made by the DHS to finalize the permanency plan, i.e., the Imua Kākou Case Plan and Court Report.

3. **Interim Hearings.** Young adults and the CWS Liaison may request a hearing at any time, if the situation warrants a hearing. The Imua Kākou Court Report and any attachments shall be filed with the court at least 14 days before interim hearings. Notice, service, and appearance requirements apply here as in initial hearings.
4. **Closing Hearings.** CWS can assist the court with meeting case review requirements by ensuring that the court holds a closing hearing for those young adults whose final Judicial Review is more than 90 days before the young adult's 21<sup>st</sup> birthday. The Imua Kākou Case Plan and Court Report, updated within the 90 days before the young adult's 21<sup>st</sup> birthday, must be submitted to the court at least seven days before the closing hearing. The court will order cases to automatically close on the young adult's 21<sup>st</sup> birthday.
5. **Court Appointed Attorneys.** If the young adult requests representation, the IMUA KĀKOU CASE MANAGER or CWS Liaison shall refer the young adult to the court for court-appointed counsel. The court may continue the hearing to appoint the young adult an attorney.
6. **Advocates.** The IMUA KĀKOU CASE MANAGER shall inform the young adult that they may bring an advocate or other person of support to hearings.
7. **Court Orders.** The CWS Liaison shall receive copies of court orders and distribute it to the parties. CWS shall ensure that original copies are maintained in the case file.
8. **Debriefings.** The IMUA KĀKOU CASE MANAGER shall debrief with young adults after each hearing.

**Q. Informal Meetings with the Judge.** Young adults may request to meet with the judge informally. Any party who does not attend will have their appearance waived.

**R. CWS Case Maintenance.** After the judge establishes court jurisdiction over the young adult, the CWS Liaison shall:

1. Create a new physical/CPSS case and link to SHAKA;
2. Initiate and maintain foster care maintenance payments;
3. Process clothing allowances and transportation benefits, as eligible;
4. Complete Form 1567 and send to FPPEU; AND
5. Upload court documents, as needed.

**S. Roles of the CWS Liaison, IMUA KĀKOU CASE MANAGER and 587A worker.**

1. **The CWS Liaison** shall be responsible for transitioning young adults into the Imua Kākou program (i.e. managing Imua Kākou applications; verifying initial eligibility; referring to Imua Kākou provider); preparing and filing the petition; notifying the young adult for the hearing to enter Imua Kākou; opening and closing the Imua Kākou case in CPSS/SHAKA; approving placements; ensuring payments are made and services are provided; approving case plans and court reports; filing and distributing case plans and court reports; uploading court documents to SHAKA; attending hearings; ensuring that data is logged into SHAKA /CPSS; and communicating with the IMUA KĀKOU CASE MANAGER.

2. **IMUA KĀKOU CASE MANAGER** shall be responsible for reviewing the Voluntary Care Agreement with the young adult; assessing and referring the young adult for appropriate services; conducting home visits; engaging the young adult in developing a case plan and court reports; updating case plans (90-Day Transition Plans); conducting monthly in-person visits; gathering documents to verify on-going eligibility; uploading the case plan and supporting documents to SHAKA; entering case logs in SHAKA; reminding young adults about hearings; and attending court hearings, as necessary. The IMUA KĀKOU CASE MANAGER is encouraged to attend all hearings. The IMUA KĀKOU CASE MANAGER shall also assist and support the young adult's social capital needs and successful transition to independence and self-sufficiency.
3. **587A Worker.** The 587A worker provides support to current foster children, who will exit from the 587A case at age 18 or 19, by helping them to apply for Imua Kākou and/or referring the child to the Independent Living Program and EPIC `Ohana Youth Circles.

## 12.2 CASE MANAGEMENT

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- K. [Concurrent Planning - Maintaining Eligibility.](#)
- L. [When Young Adults Become Ineligible for Imua Kākou Benefits.](#)
- M. [Material Non-Compliance.](#)

## 12.2 PROCEDURES

- A. **Imua Kākou Outreach/ Initial Contact.** The Imua Kākou contracted provider should connect with current and former foster children as early as possible, as long as participation in the Imua Kākou program remains an option or they qualify for courtesy ICPC services. The IMUA KĀKOU CASE MANAGER shall:
1. Reach out to current foster children, who are at least 17 years of age, and who are not yet receiving Independent Living Services;
  2. Reach out to Imua Kākou applicants, whom the CWS Liaison or EPIC `Ohana confirms as meeting foster care status requirements for Imua Kākou; AND
  3. Meet in person with young adults within five working days of the CWS Liaison approving the Imua Kākou application;
  4. Meet in person with young adults within seven working days of approval for courtesy case management or ICPC extended foster care services.
- B. **Early Case Management Objectives.** The IMUA KĀKOU CASE MANAGER shall:
1. Begin gathering information for the Imua Kākou Case Plan, e.g., using a life skills or career assessment, Youth Circle Plan, or Independent Living Transition Plan;
  2. Begin a SILS assessment (See Section 12.3 Voluntary Foster Care Services);
  3. Plan for the Imua Kākou Circle;
  4. Remind the young adult to inform the IMUA KĀKOU CASE MANAGER immediately, if they have stopped or will soon stop participating in an activity for eligibility, so that the IMUA KĀKOU CASE MANAGER can help maintain eligibility (See M. Initiating the Contingency Plan - Maintaining Eligibility);
  5. Assist young adults to obtain essential documents, food assistance, emergency funding, etc. (See C. Documents Necessary for Independent Living); AND
  6. Remind the young adult about the provisions of the Voluntary Care Agreement.
- C. **Documents Necessary for Independent Living.** Certain documents are required to secure employment and housing and enrolling in school. Thus, the IMUA KĀKOU CASE MANAGER shall assist young adults with obtaining the following documents to engage in services:
1. Birth certificate, and if applicable, adoption or name change decree;
  2. Social Security Card or permanent residency card and immigration documents;
  3. High school diploma or GED transcript;
  4. Grade transcripts, and if applicable, Individualized Education Program (IEP) or 504 plan;
  5. State ID, state driver's license, or passport;
  6. Health insurance or Medicaid/Med-QUEST card;
  7. Medical, health, and dental records;
  8. Annual credit report;
  9. Letter verifying foster care status; AND
  10. If the child is Native Hawaiian or eligible to register for membership in a federally recognized Indian tribe, birth certificates to prove ancestry for financial aid and scholarships.

- D. **Imua Kākou Circles (IKC).** The IMUA KĀKOU CASE MANAGER shall refer all young adults to EPIC `Ohana for an IKC.
1. EPIC `Ohana, in consult with the young adult, IMUA KĀKOU CASE MANAGER, and CWS Liaison, will help the young adult to identify persons of support whom the young adult can invite to the IKC.
  2. The young adult, with support from the IMUA KĀKOU CASE MANAGER and their support system, will develop an IKC plan, which is a separate plan from the young adult's Imua Kākou Case Plan and Court Report.
  3. The IMUA KĀKOU CASE MANAGER may use the information from the IKC to further develop the young adult's Imua Kākou Case Plan.
- E. **Youth Circles.** The CWS Liaison, IMUA KĀKOU CASE MANAGER, young adult, or any other interested person, may refer a former foster child or young adult to EPIC `Ohana for a Youth Circle until age 27.
- F. **Imua Kākou Case Plan and Court Report- Generally.** See Section 12.4 Imua Kākou Case Plans for more information. The Imua Kākou Case Plan and Court Report together serves as the young adult's case plan, permanent plan, and 90-Day Transition Plan. Please review **Definitions**, "Case Plan" and "90-Day Transition Plan," as both apply here.
1. The IMUA KĀKOU CASE MANAGER shall:
    - a. Engage the young adult in case planning. The case plan should be young adult driven and as detailed as the young adult elects.
    - b. Complete the Imua Kākou Case Plan and Court Report within 60 days of the signing of the Voluntary Care Agreement. Enter any other information not provided by the young adult that is necessary and/or helpful for the court to conduct case reviews.
    - c. Update the Imua Kākou Case Plan and Court Report and submit it to the CWS Liaison 21 days before each Judicial Review.
    - d. Update the Imua Kākou Court Report for interim hearings.
    - e. Update the Imua Kākou Case Plan and Court Report within 90 days of young adult's 21<sup>st</sup> birthday and submit it to the CWS Liaison for young adult's final hearing.
    - f. Upload Imua Kākou Case Plans and Court Reports to SHAKA.
  2. The CWS Liaison shall:
    - a. Review and approve the Imua Kākou Case Plan and Court Report.
    - b. File the updated Imua Kākou Case Plan and Court Report with the court at least 14 days before each Judicial Review.
    - c. File the updated Imua Kākou Court Report with the court at least seven days before interim hearings.
    - d. File the updated Imua Kākou Court Report with the court at least seven days before closing hearings.
- G. **Monthly Contact.** The IMUA KĀKOU CASE MANAGER shall:
1. Conduct in-person visits with the young adult at least once per month;
  2. Determine the location of the monthly visit on a case-by-case basis, e.g., home

- visits shall occur more often in cases when there are housing issues;
3. Document visits in SHAKA as part of the young adult's case file; AND
  4. Document visits in each Imua Kākou Court Report.
- H. **Monthly Visit Discussion Topics.** Topics of discussion between the IMUA KĀKOU CASE MANAGER and the young adult shall include, but are not limited to, the young adult's:
1. Imua Kākou Case Plan and Court Report, including progress in services, the need for referrals, and updating contact information;
  2. General well-being and welfare;
  3. Child's general well-being and welfare, as applicable; AND
  4. National Youth in Transition Database (NYTD) survey.
- I. **Young Adult's Continued Eligibility Verification.** See Section 12.1 Opening a Case, Examples of Acceptable Documentation for Eligibility.
1. The IMUA KĀKOU CASE MANAGER shall:
    - a. Require that the young adult submit to IMUA KĀKOU CASE MANAGER, or upload to Shakatown, forms and documents supporting continued eligibility for the Imua Kākou program at least two weeks before each Judicial Review;
    - b. Immediately update information in SHAKA and with the CWS Liaison, if necessary; AND
    - c. Document relevant information in the court report.
- J. **School Breaks.** If a young adult is on an official school break, e.g., winter or summer break, the young adult is still considered eligible as a student. However, the IMUA KĀKOU CASE MANAGER shall require the young adult to try to remain productive during school breaks, e.g., volunteering or employment.
- K. **Concurrent Planning - Maintaining Eligibility.** All case plans shall include a contingency plan (or back-up plan) for program eligibility. See Section 12.4 Case Plans. If the young adult is no longer participating in an eligible activity:
1. The IMUA KĀKOU CASE MANAGER shall:
    - a. Initiate the contingency plan identified in the young adult's case plan;
    - b. Review with the young adult the effects of early termination and discharge (see the Termination/Discharge Statement form) from the Imua Kākou program;
    - c. Revisit the young adult's life skills or career assessment and case plan and identify a new contingency plan; and/or
    - d. Refer the young adult for an assessment to determine whether the young adult has a medical condition preventing the young adult from participating in activities required for eligibility.
- L. **When Young Adults Become Ineligible for Imua Kākou benefits.** When a young adult becomes ineligible for benefits, the IMUA KĀKOU CASE MANAGER shall:
1. Inform the CWS Liaison of the following important dates:

- a. The date of the change that affected the young adult’s program eligibility; and
    - b. The date when the young adult re-establishes eligibility.
  2. Discuss with the CWS Liaison about whether to continue benefits with state funds (i.e., whether there is reason to believe that the young adult will soon re-establish eligibility);
  3. Attempt to meet with the young adult within three working days after discovering that the young adult is no longer eligible to:
    - a. Assist the young adult in re-establishing eligibility; and
    - b. Discuss possible termination from the Imua Kākou program.
  4. Document in SHAKA all efforts to assist the young adult in re-establishing program eligibility; AND
  5. Complete and send the Notice of Non-compliance letter by certified mail to the young adult’s last known address identifying the dates and reasons why Imua Kākou benefits are being withheld and warning of possible termination from the program.
- M. **Material Non-compliance- Generally.** See **Definitions**, Material Non-compliance. Young adults in material non-compliance may be terminated from Imua Kākou by the court. See Section **12.7** Case Termination. The IMUA KĀKOU CASE MANAGER shall:
1. Report the matter to the CWS Liaison;
  2. Document the matter and case manager efforts in case logs;
  3. Complete and send the Notice of Termination letter by certified mail to the young adult’s last known address; AND
  4. Inform the court about the matter at the next hearing via the Imua Kākou Court Report.

## 12.3 SERVICE GOALS

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## 12.3 PROCEDURES

### A. Service Goals

1. The primary service goal for the Imua Kākou program is: “increased capacity for success in adulthood.” Specific outcomes related to this goal include:
  - a. Young adults have adults to rely on for a lifetime and supportive family networks;
  - b. Young adults have, sustain, and capitalize on a diverse network of connections to achieve their life goals;
  - c. Young adults acquire education and training to enable them to obtain and retain steady employment;
  - d. Young adults support themselves by obtaining and retaining steady employment;
  - e. Young adults manage their budgets and achieve their financial goals;
  - f. Young adults have safe, stable, and affordable housing and have access to transportation for work and school; and
  - g. Young adults have access to insurance and to the appropriate services and supports that meet their physical and mental health needs.
2. When determining appropriate services for each young adult, the IMUA KĀKOU CASE MANAGER shall take into consideration the young adult’s developmental and maturational level.
3. The IMUA KĀKOU CASE MANAGER shall actively engage the young adult in case planning and the decision-making process in regard to services.
4. Services should focus on giving young adults more responsibility and accountability for their decisions. This will help young adults become more self-sufficient and prepared for independent living.
5. Assist the young adult in identifying and accessing supportive community resources that the young adult can access even after exiting Imua Kākou voluntary foster care.

### B. Monthly Payment

1. Eligible young adults shall receive monthly financial support from the DHS according to current foster care maintenance rates and departmental procedures.
2. The monthly stipend can be paid directly to the young adult, upon DHS approval, if the young adult is residing in an approved supervised independent living setting AND after the IMUA KĀKOU CASE MANAGER assists the young adult in creating a simple expense budget.
3. If the young adult does not attend the monthly in-person visit, payment for the particular month will be withheld.
4. If the young adult resides with a former resource caregiver, relative, or other supportive adult, the IMUA KĀKOU CASE MANAGER shall meet with the young adult and supportive adult to develop terms of the young adult’s stay, which can include rent and chores to assist the young adult to become independent and self-sufficient.
5. If the young adult is a parent, the young adult must submit a copy of the child’s original birth certificate to be considered for monthly payments and clothing allowances for the child.

6. The IMUA KĀKOU CASE MANAGER shall contact the CWS liaison if two months have passed since the young adult signed the Voluntary Care Agreement and the young adult has not received payments.

### C. Housing

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Assist the young adult to identify available housing resources in their community. This includes assistance in procuring supportive housing options.
  - b. Provide education regarding housing related issues, *e.g.*, renting, landlord/tenant laws, security deposits, leasing, repairs, managing utilities, financial assistance for housing needs.
  - c. Assist the young adult in identifying a contingency/emergency housing plan.
  - d. Assist the young adult in connecting with community resources for housing necessities, *e.g.*, furnishings, classes on how to maintain a home.
  - e. Monitor the young adult's current housing situation and support the young adult in finding affordable safe housing.

### D. Education

1. Services shall focus on assisting young adults to attain their education goals:
  - a. Earning a high school diploma or GED; or
  - b. Entering, attending, and/or satisfactorily completing a post-secondary or vocational program.
2. The IMUA KĀKOU CASE MANAGER shall:
  - a. Help the young adult identify supportive educational services. Examples include: tutoring, counseling services, and other support programs at both secondary and post-secondary/vocational institutions.
  - b. Help the young adult to understand the requirements and application process for post-secondary and vocational programs. This includes resources and information to enter post-secondary and vocational programs, *e.g.*, entrance exams, application and required supporting documents; and the financial aid process and other scholarship and grant opportunities.
  - c. Assist the young adult in identifying an activity, such as volunteering, short term employment, internships, etc., to participate in during winter and summer school breaks. If the young adult is attending school, including a vocational or technical institution, the young adult is still considered eligible for the Imua Kākou program during school breaks. However, the young adult shall demonstrate efforts to remain productive.

### E. Employment

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Help young adults explore their career interests and career skills, *e.g.*, administer a career inventory (*e.g.*, Kuder assessment).
  - b. Provide the young adult with information regarding various career exploration opportunities, *e.g.*, job fairs, internship/externships, volunteer opportunities, and job shadowing.
  - c. Provide the young adult with information and education regarding the hiring

- process, in general, e.g., completing applications, acquiring supporting documents, writing cover letters, developing a resume.
- d. Assist the young adult to develop employment search skills, e.g., accessing job search programs and conducting on-line searches.
  - e. Guide and assist the young adult to develop employment related skills, e.g., interview skills, social/communication skills, conflict resolution, appropriate dress code, time management.
  - f. If the young adult has a presenting or documented medical condition, inquire with the young adult if they would like to participate in vocational rehabilitation services in order to gain employment. If so, refer the young adult to the Division of Vocational Rehabilitation.

#### **F. Health**

1. If the young adult does not have medical coverage, the IMUA KĀKOU CASE MANAGER shall assist the young adult to procure coverage. All young adults in the Imua Kākou program are eligible for Medicaid. The State of Hawai'i administers the Medicaid program through the Med-QUEST Division.
2. If the young adult is employed and eligible for employer coverage, the young adult may choose to establish medical coverage through the employer. The IMUA KĀKOU CASE MANAGER shall:
  - a. Assist the young adult in comparing the two plans and the services offered by the Medicaid/Med-QUEST program and the young adult's employer medical coverage.
  - b. Assist and/or guide the young adult through the process for procuring either Medicaid/Med-QUEST or employer medical coverage, or whether the young adult may participate in duo coverage.
3. Young adults enrolled in Medicaid/Med-QUEST are eligible for Early and Periodic Screening, Diagnosis and Treatment through age 20.
  - a. EPSDT Services include: checks ups; counseling and treatment for drug and alcohol use; eye exams/eyeglasses; hearing test/hearing aids; height, weight, and blood pressure; assistance making appointments and coordinating transportation; lab tests; medicine; transportation when medically necessary.
  - b. For young adults, screenings are conducted at age 18 and 20.
4. The IMUA KĀKOU CASE MANAGER shall also:
  - a. Inform the young adult about the passive enrollment/annual renewals for Medicaid/Med-QUEST or other medical coverage on an on-going basis, this is especially important if the young adult has changed residences.
  - b. Assist with and provide the young adult education regarding various health care issues and needs, e.g., physical (including sexual health and domestic violence), dental, mental health needs.
  - c. Assist young adults in identifying and connecting to community resources that will allow them to better understand their individual health care needs. This includes preventive and acute health care needs and medication management. For example, referrals can be made to Susannah Wesley community center, Developmental Disabilities Division, or Division of Vocational Rehabilitation for case management services depending on the

- situation.
- d. Help the young adult to identify health care providers and transition to such providers, if the young adult has not already done so.
  - e. Provide education to the young adult regarding the importance of designating another individual to make health care treatment decisions should the young adult become unable to make such decisions. Assist the young adult to identify a supportive individual as a health care proxy, if that is what the young adult wants.
  - f. Provide education on how to procure and understand their medical records.
  - g. Provide education to young adults regarding how to communicate with medical providers and to advocate for their medical needs.
  - h. Provide education regarding basic health care practices, *e.g.*, annual physicals, biannual dental exams, how to make appointments, access emergency care.
  - i. Provide education regarding various healthy-living issues, *e.g.*, pregnancy, STD/AIDS prevention, emergency care, personal hygiene, domestic violence.
  - j. Assess the young adult for any possible health issues. This includes substance abuse issues, mental health needs, dental issues, and any physical health needs, including domestic violence.
    - i. If issues and needs arise, provide assistance and referrals to the appropriate medical providers and treatment, *e.g.*, substance abuse treatment programs, therapy with a psychologist/psychiatrist for mental health needs.

### G. Independent Living Skills

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Assist the young adult to develop and/or maintain independent living skills, *e.g.*, shopping, cooking, laundry, personal hygiene, etc.
  - b. Assist the young adult to develop and/or maintain social skills, *e.g.*, time management, communication skills, problem solving, conflict resolution, healthy relationships/boundaries, etc.
  - c. Assist the young adult and provide education in accessing public resources; *e.g.*, food pantry, TANF, SNAP, childcare, community clearinghouse.
  - d. Assist the young adult to identify community programs and services the young adult may be eligible for.
  - e. Provide education regarding personal and household safety; *e.g.*, safety plan, fire safety, internet safety, identity theft.
  - f. Assist young adults to identify transportation options. This includes connecting young adults to resources to meet their transportation needs; *e.g.*, public transportation, obtaining a driver's license.

### H. Important Documentation

1. The IMUA KĀKOU CASE MANAGER shall ensure that the young adult has essential documents, *e.g.*, birth certificate, social security card or immigration documents, high school diploma/GED certificate, insurance cards, government issued driver's license or state identification card, letter verifying foster care status, etc.

- a. Before exiting at age 21 from the Imua Kākou program, young adults need their health and education records, provided free of costs.
- b. Health and education documentation shall include the most recent information regarding:
  - i. The names and addresses of the young adult’s health and educational providers;
  - ii. The child’s grade level performance, if applicable;
  - iii. The child’s school record;
  - iv. A record of immunizations;
  - v. The child’s known medical concerns;
  - vi. The child’s medications; and
  - vii. Any other relevant health and education information concerning the child determined to be appropriate by the State/Tribal agency.
2. If the young adult does not have an essential document, the IMUA KĀKOU CASE MANAGER shall provide education and assistance to access such documents.

#### **I. Financial Literacy**

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Assist the young adult in understanding basic banking, *e.g.*, interest fees.
  - b. Assist the young adult in developing basic financial literacy skills.
    - i. Refer the young adult to financial literacy classes that focus on budgeting, expenses, record keeping, bill paying; *e.g.*, Alu Like, Office of Hawaiian Affairs, H.I. H.O.P.E.S. Initiative, if eligible.
  - c. Assist the young adult in establishing a savings or checking account.
  - d. Provide education regarding credit and credit scores, assist the young adult in obtaining a free annual credit report until the young adult exits the Imua Kākou program, and provide assistance to interpret/resolve any inaccuracies in the credit report.
  - e. Provide information regarding state and federal taxes and filing income tax returns.

#### **J. Young Adult Engagement**

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Engage and collaborate with the young adult in case planning and decision making.
  - b. Monitor the young adult’s engagement in services and resources, as stated in their case plan.
  - c. Provide education regarding self-advocacy, leadership, community involvement, and civic leadership.
  - d. Assist the young adult in completing the voter registration process, if that is what the young adult wants.

#### **K. Social Capital and Family Connections**

1. The IMUA KĀKOU CASE MANAGER shall help the young adult to identify, establish, and maintain a variety of social supports.
  - a. Have an open discussion with the young adult about healthy relationships and encourage the young adult to connect with family, friends, co-workers,

- mentors, and other supportive people in the community.
2. The IMUA KĀKOU CASE MANAGER shall assist the young adult to develop and/or maintain connections with the young adult’s biological family, especially siblings, if the young adult desires.
    - a. EPIC `Ohana Inc. may have information about the young adult’s family from a past Youth Circle or `Ohana Conference.

## 12.4 CASE PLANS

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## 12.4 PROCEDURES

### A. Case Plan: Generally

1. The case plan shall be developed by the IMUA KĀKOU CASE MANAGER and the young adult within 60 days of the young adult signing the Voluntary Care Agreement, updated for each six-month hearing, and updated within 90 days of the young adult's 21<sup>st</sup> birthday.
2. The IMUA KĀKOU CASE MANAGER may utilize an Imua Kākou Circle to develop the initial case plan with the young adult.
  - a. An Imua Kākou Circle allows the young adult to identify and invite supportive individuals, who are not normally involved in the young adult's case.
  - b. To initiate an Imua Kākou Circle, follow the same procedures for initiating a Youth Circle.
  - c. The plan generated by EPIC 'Ohana through the Imua Kākou Circle process will be given to the young adult. The Imua Kākou Case Manager and young adult may use information from the process to develop and update the Imua Kākou case plan.
3. The Imua Kākou case plan shall be:
  - a. Tailored to the young adult's developmental and maturational levels;
  - b. Culturally responsive, strengths-based, and focused on the development and empowerment of the young adult; and
  - c. Directed towards activities that allow the young adult increased responsibility and accountability.
4. Minimally, the Imua Kākou case plan shall also:
  - a. Establish goals for the young adult, including those pertaining to permanency, housing, education, employment, health, therapy, counseling, social capital, a relationship with the young adult's birth family, including visits, cultural connections, independent living, and transition plans;
  - b. Describe the services needed to assist the young adult to achieve the goals set forth in the case plan, including services needed to prepare the young adult for transitioning to independence; and
  - c. Describe the methods for achieving the goals and services set forth in the case plan.

### B. Imua Kākou Court Report

1. The first few pages of the case plan constitute the court report. The entire case plan and court report shall be submitted to the court prior to Judicial Review and closing hearings.
2. The pertinent sections for the court report include:
  - a. The young adult's basic information, including contact information, name of the case manager, FC No.;
  - b. The young adult's current activity and program eligibility status;
  - c. Information regarding the hearing:
    - a. Hearing type;
    - b. Whether the young adult and children, if any, will participate;
    - c. Whether the young adult has participated in past hearings; and

- d. The dates of the current and future hearings.
- d. Documentation of the monthly face-to-face and other contacts with the young adult, including which contacts occurred in the young adult's place of residence;
- e. Brief description of the young adult's strengths and needs; and
- f. A brief overall summary of the case, which shall include:
  - a. The young adult's permanency plan goal and projected date of achieving this goal, *e.g.*, adoption, guardianship of an incapacitated person, independence;
  - b. The necessary services to assist the young adult to achieve their permanency goal and the services that the DHS has provided to allow the young adult to achieve their permanency goal;
  - c. Whether the young adult is currently residing in-state or out-of-state and a description of the young adult's residence;
  - d. Progress towards achieving the service goals of the case plan;
  - e. Reasonable efforts by the DHS to finalize permanency for the young adult;
  - f. Proposed revisions to the case plan and reasons for such revisions;
  - g. Proposed revisions to the methods for achieving the service goals of the case plan and the reasons for such revisions; and
  - h. Whether the young adult has a child, and whether the IMUA KĀKOU CASE MANAGER or CWS Liaison has visited with the young adult and child to assess parenting skills and well-being.

### C. Developing the Case Plan

1. When developing the case plan, the IMUA KĀKOU CASE MANAGER shall:
  - a. Focus on the young adult's strengths, interests, goals, and accomplishments;
  - b. Focus on the permanency goals for the young person, *e.g.*, permanent connections;
  - c. Include measurable goals, objectives, and tasks that may be used to determine progress, *e.g.*, in the financial literacy component, the young adult will be able to determine unit price when purchasing food;
  - d. Clearly delineate who is responsible for completing identified tasks; and
  - e. Focus on and include specific action steps in the transitioning of the young adult into adulthood.
2. Young adult's program eligibility:
  - a. Describe the activities the young adult participates in to meet eligibility requirements.
  - b. Describe the services to assist the young adult in maintaining eligibility and to transition to independence.
  - c. Include concurrent planning to assist the young adult in maintaining program eligibility.
    - a. Concurrent plan example: the young adult attends a post-secondary education program but has plans to apply for an internship when they graduate or take a resume writing class, if they disenroll.
3. Case plan goals:

- a. Though case direction and goals of the case plan will vary according to the particular young adult, such goals should include a focus on a gradual increase in responsibility. This holds young adults more accountable and invested in their decisions and actions and assists in preparing them for independent living after the program ends.
- b. The IMUA KĀKOU CASE MANAGER shall Include goals and objectives for the following categories:
  - a. Permanency goals;
    - I. If the goal is adoption, document the steps taken to finalize the placement. At a minimum, include child-specific recruitment efforts. Prospective adoptive parents must pass background checks.
    - II. If the goal is guardianship due to incapacity: document the steps taken to determine that it is not appropriate for the child to be adopted or to achieve independence/independent living; the reasons why permanent placement with a fit and willing guardian is in the child's best interests; the efforts made to discuss adoption by the caregiver as a more permanent alternative to guardianship and documentation of the caregiver's reasons not to adopt; and if applicable, the ways in which the child meets eligibility requirements for extended guardianship assistance payments and the efforts made to discuss with the child's parent(s) the extended guardianship assistance arrangement, or the reasons why the efforts were not made.
  - b. Housing;
    - I. Conduct the Supervised Independent Living Setting (SILS) Assessment to review the young adult's housing situation and to help the young adult address housing issues.
  - c. Education;
    - I. If a young adult is in high school, document efforts for ensuring the educational stability of the young adult while in voluntary foster care, including assurances that (a) each placement takes into account the appropriateness of the current educational setting and the proximity to the school the young adult was enrolled at the time of placement; and (b) the State agency coordinated with appropriate local educational agencies to ensure the young adult remains in the school enrolled in at the time of initial placement; or (c) if remaining in such school is not in the best interests of the young adult, assistance by the State agency and local educational agencies to immediately enroll the young adult in a new school, with all of the educational records provided to the school.
    - II. Be sure the young adult has access to the most recent education records, free of cost, before exiting at the age of

- 21, including the names and addresses of the young adult’s educational providers, grade level performance (if applicable), school record, and other relevant education information concerning the young adult.
- d. Employment;
  - e. Health;
    - I. Ensure that the young adult has access to updated health records, free of cost, before exit at the age of 21, including the names and addresses of the young adult’s health providers, immunization records, known medical needs, medications, and other relevant health information concerning the young adult.
    - II. Explain to the young adult the benefits of having a health care directive and naming a trusted adult as a health care proxy.
    - III. Inform the young adult that they can request to view their past CWS records, including health records.
  - f. Independent living skills (includes financial literacy and essential documents);
    - I. Provide education regarding credit and credit scores, assist the young adult in obtaining a free annual credit report until the young adult exits the Imua Kākou program, and assist in interpreting and resolving any inaccuracies in the credit report.
    - II. If young adult is a parent, provide support and resources to ensure the health and well-being of the child.
  - g. Supportive relationships and connections, e.g., identification, development or revisiting, and maintenance of supportive connections with other individuals. These connections may grow into something permanent for the young adult;
  - h. Young adult engagement.
- c. When developing the young adult’s goals and objectives, include the services and resources that will assist the young adult in achieving those goals and objectives.
  - d. Each case plan topic shall also include a section briefly describing the young adult’s needs and concerns and whether the young adult has received education and/or services relating to the case plan topics.
4. Young Adult’s Placement:
- a. Describe the young adult’s current placement and the safety and appropriateness of the placement (this is in the Housing section).
  - b. Describe how the placement is consistent with the best interests and special needs of the young adult.

#### **D. CWS Review, Signatures, and Closing Statements**

- 1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Submit the completed case plan, including the court report, to the CWS

- liaison 21 days prior to Judicial Reviews and closing hearings;
  - b. Sign the case plan and court report;
  - c. Address any concerns or questions by the CWS liaison regarding the case plan, including the court report; and
  - d. If necessary, prepare a supplemental court report and/or revised case plan if any questions and concerns cannot be answered within the statutory deadline to file. A supplemental court report and/or revised case plan may also be required if, after the report is filed with the court, the court requires clarification and/or the court has issues regarding the content of the case plan, including the court report.
2. The CWS liaison shall:
    - a. Review the case plan, including the court report, and follow up with the IMUA KĀKOU CASE MANAGER regarding any questions or concerns;
    - b. Confirm with the young adult that the young adult collaborated in the development of the case plan, including the court report, and agrees with its contents;
    - c. Sign the court report and case plan; and
    - d. Submit the case plan, including the court report, to the court fourteen days prior to the young adult’s hearing. The CWS liaison shall ensure that a copy of the case plan and court report is provided to the young adult.
  3. Case Plan Signatures. The following individuals shall sign off on the case plan:
    - a. The young adult, acknowledging that efforts were made to engage the young adult and that the young adult was consulted with in the development or update of the case plan;
    - b. The IMUA KĀKOU CASE MANAGER and/or the provider’s supervisor; and
    - c. The CWS liaison, acknowledging that they reviewed and approved the case plan.
  4. Closing Statement: This section shall include a statement informing the young adult of the voluntary nature of the program and that if they choose to leave the program prior to reaching 21 years or for some reason cannot maintain and/or re-establish program eligibility, the young adult has the option to re-enter the program any time prior to reaching age 21.

#### **E. Updating the Case Plan**

1. At a minimum, the case plan shall be reviewed and updated at least every 180 days (approximately every six months) and within 30 days of the young adult’s next court hearing, so that the court has the most current information on each case. In addition, the Imua Kākou case plan serves as the young adult’s 90-Day Transition Plan and shall be updated within the 90 days before the young adult exits Imua Kākou.
  - a. The IMUA KĀKOU CASE MANAGER shall engage and collaborate with the young adult when reviewing and updating the case plan.
  - b. Depending on the young adult’s situation, the case plan may be reviewed and updated on a more frequent basis.

#### **F. 90-Day Transition Plan (See definition)**

1. A transition plan must be developed or if developed earlier, revisited, for the young

- adult during the 90-day period immediately prior to the young adult's 21<sup>st</sup> birthday. The Imua Kākou case plan shall be used as the 90-day transition plan and can be as detailed as the young adult elects.
2. The Imua Kākou case plan shall also be revisited, in collaboration with the young adult, upon notice of the following instances:
    - a. The young adult no longer wishes to participate in the Imua Kākou program;
    - b. The young adult is unable to maintain eligibility for the Imua Kākou program;  
or
    - c. The young adult is in material non-compliance with the Imua Kākou program.
  3. The transition plan should be personalized at the direction of the young adult and includes specific options for the following topics, which are included in the Imua Kākou case plan:
    - a. Housing;
    - b. Physical and mental health:
      - a. Health insurance;
      - b. Information on the importance of designating another individual to make health care treatment decisions on the young adult's behalf, if the child becomes unable to participate in such decisions and the child does not have, or does not want, a relative who would otherwise be authorized under State law to make such decisions.
      - c. Provide the young adult the option to execute a health care power of attorney, health care proxy, or other similar document recognized by state law.
    - c. Education;
    - d. Local opportunities for mentors and continuing support services; and
    - e. Work force supports and employment.

## 12.5 PLACEMENTS

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**12.5 PROCEDURES****A. Placement Options**

1. Discuss the young adult's preference for placement.
2. Placement options for young adults include supervised independent living settings where the young adult lives independently.
  - a. The DHS Placement Approval Process shall apply in all cases.
  - b. If a young adult wants to continue living with former resource caregivers, the IMUA KĀKOU CASE MANAGER shall assist the young adult with developing a Shared Living Agreement.
    - i. The Shared Living Agreement should outline agreed upon expectations and responsibilities for the young adult and the caregiver. For example, the agreement might include responsibilities and expectations regarding household chores, health and safety concerns, financial responsibilities, attendance and performance at school or work, and customs.
3. Examples of Supervised Independent Living Settings (SILS) include:
  - a. College dormitories;
  - b. Shared housing situations (e.g., renting an apartment with friends or renting a room);
  - c. Host homes;
  - d. Semi-supervised, supervised or individual apartments;
  - e. Former resource homes (under an arrangement strictly between the former resource caregiver and the young adult);
  - f. Residential employment and training settings, e.g., Job Corps and similar employment/training providers;
  - g. Child-caring institutions;
  - h. Transitional housing settings;
  - i. Residential substance abuse or mental health treatment facilities and clean/sober homes; or
  - j. Other placement options, as approved by the DHS.

**B. Placement Considerations**

1. To identify housing needs, the IMUA KĀKOU CASE MANAGER or courtesy supervision worker shall consider whether:
  - a. The young adult has a mailing address;
  - b. The placement has a physical address;
  - c. The young adult has a living space of their own;
  - d. The young adult resides with other individuals;
  - e. The young adult feels safe and comfortable in the placement;
  - f. The placement is stable;
  - g. The young adult requires a different level of supervision;
  - h. The placement allows for incremental increases in responsibility and independence;
  - i. The placement is in proximity to people of support and services, school, employment and other activities;

- j. The young adult will have access to transportation;
  - k. The placement requires the young adult to enter into a rental agreement and whether the young adult understands the rental agreement; and
  - l. The young adult can afford the placement.
2. Placement Considerations shall be used to help the young adult find more stable, appropriate, and safe housing options and NOT to disapprove placements.
3. When appropriate, the IMUA KĀKOU CASE MANAGER or courtesy supervision worker shall conduct monthly in-person visits at the young adult's place of residence.

### **C. Physical Condition of Placement**

1. The approval process for a Supervised Independent Living Setting (SILS) is different from the licensing process for current resource homes and childcare institutions. The young adult shall make a reasonable effort to reside in a SILS placement that meets basic health and safety standards.
  - i. The IMUA KĀKOU CASE MANAGER, courtesy supervision worker, or the CWS Liaison shall accompany the young adult to the SILS and assess its physical condition according to basic health and safety standards.
  - ii. If shortcomings are discovered, discuss with the young adult steps to correct the problem.
  - iii. If any shortcoming poses an immediate risk of safety to the young adult and/or cannot easily be corrected, discuss with the young adult other SILS options that the young adult may want to consider.

## 12.6 SOCIAL CAPITAL

\*The procedures in this section are based on the recommendations of the Jim Casey Youth Opportunities Initiative.

“Issue Brief #2 – Social Capital: Building Quality Networks for Young People in Foster Care.” 2012. Jim Casey Youth Opportunities Initiative. <http://jimcaseyouth.org/social-capital-building-quality-networks-young-people-foster-care> (Current as of November 13, 2020).

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- D. [Social Capital Community: Neighborhood and Community](#)
- E. [Social Capital Community: Peers](#)

## 12.6 PROCEDURES (Based on the recommendations of the Jim Casey Youth Opportunities Initiative)

### A. Duties of the IMUA KĀKOU CASE MANAGER.

Supportive and caring relationships contribute to more positive experiences and increased exposure to protective factors, which in turn result in greater well-being and increased success in life.

1. The IMUA KĀKOU CASE MANAGER shall assist the young adult in developing, maintaining, and/or enhancing social capital connections in four main communities: family, school, neighborhood, and peers.

### B. Social Capital Community: Family

Family is perhaps the strongest bond any individual could make. In the context of social capital, family means both the young adult's birth family and other caring adults. Family connections contribute to the young adult's psychological development, ability to form healthy relationships, the young adult's educational attainment, and later civic involvement.

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Provide the young adult opportunities to develop relational competencies.
    - i. Relational competencies are the necessary skills for building and maintaining healthy relationships.
  - b. Support sibling connections.
    - i. Often, sibling relationships are the most important relationships to the young adult. Assist the young adult with reconnecting and/or maintaining sibling relationships.
  - c. Engage the young adult in case planning.
  - d. Engage the birth family in planning with the young adult (if that is what the young adult wants) or other caring adults the young adult identifies.
  - e. Continuously address this social capital community.

### C. Social Capital Community: School

Social capital in the context of school may include teachers or instructors, peers, and the social and educational climate of the educational institution. Positive relationships in the school community provide positive role models and contribute to success in the young adult's education.

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Help the young adult build new social capital in an educational institution.
    - i. Examples: support programs on campus, counselors, campus clubs and organizations, sports, tutoring support, etc.
  - b. Engage the young adult as a partner regarding educational decisions. Support the young adult in their educational decisions. This provides the young adult ownership and accountability for their actions and decisions.

### D. Social Capital Community: Neighborhood and Community

Neighborhood and community are the broadest in terms of range of opportunities and ability to form supportive networks. This community allows young adults opportunities to interact with individuals outside their family system, as well as connect with individuals who

may assist in exploring educational and employment opportunities and/or who share the same interests as the young adult.

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Support and assist the young adult in identifying and connecting with positive role models and organizations in their identified community.
    - i. Examples: cultural, faith-based, and social organizations of interest to the young adult; individuals who can provide opportunities to develop adult skills.
  - b. Provide support and assistance that enable the young adult to participate in a wide range of community events.
    - i. Example: provide assistance with transportation to an event.

#### **E. Social Capital Community: Peers**

Peer relationships are vital to social and psychological development. They provide opportunities for young adults to develop and/or enhance social skills, such as problem solving, conflict resolution, and cooperation.

1. The IMUA KĀKOU CASE MANAGER shall:
  - a. Support the young adult in developing and sustaining healthy peer relationships.
    - i. Assist the young adult in identifying opportunities to socialize with peers and others who share the same interests, e.g., community, cultural or faith-based events, youth boards, etc.

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## 12.7 PROCEDURES

**A. Young Adult No Longer Meets Participation Requirements**

1. If the young adult no longer meets participation requirements despite efforts by the IMUA KĀKOU CASE MANAGER and/or the CWS Liaison to help the young adult maintain eligibility and it is impracticable to wait for the next scheduled Judicial Review to discuss the matter with the court, CWS may request an interim hearing. If the young adult receives adequate notice of the interim hearing and does not attend and/or continues to be ineligible, the judge may terminate the young adult from Imua Kākou.
  - a. The IK CASE MANAGER shall:
    - i. Hand delivers to young adult, or mail by certified mail to young adult's last known address, a Notice of Non-compliance letter;
    - ii. Notify the young adult to attend the hearing because their eligibility for Imua Kākou is being reconsidered;
    - iii. Ask the young adult to meet to update the 90-Day Transition Plan/Imua Kākou case plan, unless the case plan has been updated within 90 days of the interim hearing,
    - iv. Update the court report;
    - v. Submit the updated case plan and/or court report, as appropriate, to the CWS Liaison for review at least 14 days before the hearing;
    - vi. Make the case plan or court report, if applicable, available to the young adult; AND
    - vii. Update relevant information in SHAKA/CPSS.
  - b. The CWS Liaison shall:
    - i. File the updated case plan and/or court report at least seven days before the hearing;
    - ii. Update relevant information in SHAKA/CPSS; AND
    - iii. Serve the young adult notice of the interim hearing at least 48 hours before the hearing or as court ordered.
2. If the young adult contests termination from the program, the court may set another hearing and appoint the young adult an attorney.
3. If the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to SHAKA. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

**B. Young Adult Chooses to Terminate the Voluntary Care Agreement**

1. If the young adult chooses to terminate the Voluntary Care Agreement and stop receiving voluntary foster care services, CWS may request a discharge hearing if it is impracticable to wait for the next scheduled Judicial Review.
  - a. The IMUA KĀKOU CASE MANAGER shall:
    - i. Consult with the CWS Liaison regarding the situation;
    - ii. Consult with the young adult and review with them the Termination/Discharge Statement, which explains the effects of terminating Imua Kākou voluntary foster care early;

- iii. Have the young adult sign the Termination/Discharge Statement;
  - iv. In collaboration with the young adult, finalize the young adult’s 90-Day Transition Plan (Imua Kākou case plan);
  - v. Submit the case plan and court report to the CWS Liaison for review at least 14 days before the discharge hearing;
  - vi. Make the case plan and court report available to the young adult; AND
  - vii. Update relevant information in SHAKA/CPSS.
- b. The CWS Liaison shall:
- i. File a motion to terminate Imua Kākou voluntary foster care services;
  - ii. File the final case plan and court report at least seven days before the discharge hearing;
  - iii. Update relevant information in SHAKA/CPSS; AND
  - iv. Serve the young adult notice of the discharge hearing at least 48 hours before the hearing or as court ordered.
2. After the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to SHAKA. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

### C. Young Adult is in Material Non-Compliance

1. Material non-compliance, see **Definitions**, is possible grounds for termination from the Imua Kākou program. If despite efforts of the IMUA KĀKOU CASE MANAGER and/or the CWS Liaison to help the young adult maintain eligibility, the young adult continues to be in material non-compliance with the case plan, CWS may request a discharge hearing if it is impracticable to wait for the next scheduled Judicial Review:
- a. The IMUA KĀKOU CASE MANAGER shall:
- i. Hand deliver to young adult, or mail by certified mail to young adult’s last known address, a Notice of Non-compliance letter;
  - ii. Consult with the CWS Liaison regarding the situation;
  - iii. If the CWS Liaison agrees that the young adult is in Material Non-compliance as defined in this section and suggests termination, notify the young adult that a request is being made to close the young adult’s case;
  - iv. Ask the young adult to meet to finalize the 90-Day Transition Plan (Imua Kākou case plan) and complete case closing forms;
  - v. Submit the updated case plan and court report to the CWS Liaison for review at least 14 days before the discharge hearing;
  - vi. Make the case plan and court report available to the young adult; AND
  - vii. Update relevant information in SHAKA/CPSS.
- b. The CWS Liaison shall:
- i. Hand deliver to young adult, or mail by certified mail to the young adult’s last known address, a Notice of Termination letter;
  - ii. File a motion to terminate Imua Kākou/ voluntary foster care services;
  - iii. File the final case plan and court report at least seven days before the discharge hearing;

- iv. Serve the young adult notice of the discharge hearing at least 48 hours before the hearing or as court ordered; AND
  - v. Update relevant information in SHAKA/CPSS.
2. If the young adult contests termination from the program, the court may set another hearing and appoint the young adult an attorney.
  3. If the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to SHAKA. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

#### **D. Young Adult will Exit at Age 21**

1. The IMUA KĀKOU CASE MANAGER and the young adult shall update the case plan and court report within 90 days before the young adult exits Imua Kākou voluntary foster care to help the young adult transition smoothly into adulthood.
2. The IMUA KĀKOU CASE MANAGER shall:
  - a. Submit the final case plan and court report to the CWS Liaison for review at least 14 days before the final/closing hearing;
  - b. Remind the young adult about the final/closing hearing;
  - c. Remind the young adult that the court will order jurisdiction to terminate automatically when the young adult reaches age 21; AND
  - d. Update relevant information in SHAKA/CPSS.

**\*Note:** The court may order an automatic discharge from Imua Kākou on the young adult's 21<sup>st</sup> birthday during the Judicial Review or interim hearing. If an updated 90-Day Transition Plan and related documents are not filed for a final hearing, the court will require that these documents be filed two weeks before the young adult's 21<sup>st</sup> birthday.

3. The CWS Liaison shall:
  - a. File the final case plan and court report at least seven days before the final/closing hearing;
  - b. Update relevant information in SHAKA/CPSS; AND
  - c. Terminate services when the young adult reaches age 21.
4. When the young adult reaches age 21, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to SHAKA. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

#### **E. Young Adult will be Adopted or Placed under Guardianship due to Incapacity**

1. If the young adult will be adopted or placed under guardianship due to incapacity:
  - a. The IMUA KĀKOU CASE MANAGER shall:
    - i. In collaboration with the young adult, as appropriate, finalize the young adult's 90-Day Transition Plan (Imua Kākou case plan);
    - ii. Submit the case plan and court report to the CWS Liaison for review at least 14 days before the discharge hearing;
    - iii. Make the case plan and court report available to the young adult;
    - iv. Review with the young adult, or representative, the

- Termination/Discharge Statement, which explains the effects of terminating Imua Kākou voluntary foster care early;
- v. Immediately before the adoption or guardianship is finalized, have the young adult sign the Termination/Discharge Statement; AND
  - vi. Update relevant information in SHAKA/CPSS.
- b. The CWS Liaison shall:
- i. File a motion to terminate Imua Kākou voluntary foster care services;
  - ii. File the final case plan and court report at least seven days before the discharge hearing;
  - iii. Update relevant information in SHAKA/CPSS; AND
  - iv. Serve the young adult notice of the discharge hearing at least 48 hours before the hearing or as court ordered.
2. After the court orders that voluntary foster care services terminate, the IMUA KĀKOU CASE MANAGER shall complete all case logs and data tracking surveys and upload all necessary documents to SHAKA. The CWS Liaison shall ensure that all payments are made, migrate case logs, and close the CPSS case.

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## 12.8 PROCEDURES

**A. Considerations for Children Attending DOE Schools with Qualifying Medical Conditions**

1. What does the child's support system look like?
  - a. Does the child require a higher level of supervision like that provided by a licensed therapeutic resource caregiver, or will the child be able to secure and maintain their own housing with a lower level of supervision in the form of monthly visits by the contracted Imua Kākou provider and work towards becoming independent and self-sufficient?
  - b. Does the child require a higher level of supervision that can be compensated with Difficulty of Care Payments and mileage reimbursements to the licensed resource caregiver, or can the child continue in the former resource home without the additional compensation while participating in Imua Kākou?
  - c. Does the child qualify for Social Security Income AND services through the Department of Health, Developmental Disabilities Division, which can provide long term case management for higher level needs and connect the child to more appropriate and comprehensive services?
  - d. Does the child understand that Imua Kākou payments may be counted as unearned income for Social Security Income?
2. In most situations, can the child navigate their surroundings using public transportation or arrange their own transportation?
3. Young adults in the Imua Kākou program are not placed by the DHS in housing, in school, or in employment settings, nor does the DHS arrange for specialized services. Young adults in Imua Kākou receive guidance to secure their own housing and health care providers, to enroll in school and explore employment options, to maintain their health and employment, to develop healthy relationships and community support, and to identify community resources.

**B. Children Adopted or Placed in Legal Guardianship through the DHS at Age 16 or Older.** If the parent or guardian will continue to provide the child with emotional and financial support, e.g., shelter, food, transportation, etc., the family must contact the DHS payment unit and apply for Extended Assistance.**C. Imua Kākou Consultations.** The 587A worker shall:

1. Discuss with the child the option of entering the Imua Kākou program before each 587A Permanency Hearing after the child's 16th birthday. This includes explaining:
  - a. Program eligibility, benefits, and requirements;
  - b. The Imua Kākou program application available online through Shakatown; AND
  - c. The Voluntary Care Agreement, which is provided by the CWS Liaison after the child is determined eligible through the application process.
2. Discuss with the child about the activities they may want to pursue to qualify for the Imua Kākou program and help the child to meet those goals. The young adult must provide evidence of current participation when applying, when signing the Voluntary Care Agreement, for the initial hearing on the Imua Kākou case, and each month

while in the program.

3. If applicable, document in the child’s Permanent Plan that the child is moving towards entering the Imua Kākou – Young Adult Voluntary Foster Care Program.
4. Encourage the child to attend a Youth Circle where the Imua Kākou program can be explained in greater detail and where the child can create a transition plan from 587A foster care.
5. Refer the child to the Independent Living Program. An Independent Living worker can assist the 587A worker with connecting the child to appropriate programs and resources.

**D. 90-Day Transition Plan.** Federal law requires that every child in foster care have a 90-Day Transition Plan that is updated during the 90 days before they exit from care at age 18 or older. Please see the definition of 90-Day Transition Plan. For children under Chapter 587A, the Independent Living Transition Plan (ILTP) or Youth Circle Transition Plan may serve as the 90-Day Transition Plan, if the federal requirements for 90-Day Transition Plans are met.

1. The 587A worker shall:
  - a. If the child does not have a transition plan that complies with federal requirements, refer the child for Independent Living Program (ILP) services or EPIC so that a 90- Day Transition Plan can be developed with the child. The child can make the plan as detailed as they want.
  - b. Ensure that the 90-Day Transition Plan is updated with the child at least every 6 months.
  - c. Ask the child about their progress towards achieving the goals of the 90-Day Transition Plan.
  - d. Communicate with service providers about the child’s progress in the services outlined in the plan.
  - e. Make certain that the 90-Day Transition Plan is updated with the child within the 90 days before the child exits at age 18 or older while under Chapter 587A jurisdiction.
  - f. Submit the 90-Day Transition Plan to the court as part of the case plan for Permanency Hearings and for the child’s last 587A hearing.
  - g. Ensure that the 90-Day Transition Plan is uploaded to SHAKA.
  - h. Ensure that the 90-Day Transition Plan is made available to the child.
2. The INDEPENDENT LIVING PROGRAM (ILP) WORKER shall:
  - a. Work with the child to create an Independent Living Transition Plan (ILTP) that may include entering the Imua Kākou program as a goal.
  - b. Actively engage the child in developing the ILTP as the child’s 90-Day Transition Plan.
  - c. Monitor the child’s progress towards achieving the plan’s goals, which might include becoming eligible for the Imua Kākou program. Offer the child assistance.
  - d. If the child is interested in the Imua Kākou program, encourage the child to pursue more than one activity to increase their chances of maintaining eligibility.
  - e. Communicate with the 587A worker about the child’s progress.

- f. Update the 90-Day Transition Plan with the child at least every 6 months.
- g. Update the 90-Day Transition Plan with the child within the 90 days before the child exits at age 18 or older while under Chapter 587A jurisdiction.
- h. Submit the 90-Day Transition Plan to the 587A worker as part of the case plan for Permanency Hearings and for the child’s last 587A hearing.
- i. Upload the 90-Day Transition Plan to SHAKA.
- j. Make the 90-Day Transition Plan available to the child.

**E. Documents Necessary for Independent Living.** Certain documents are required for obtaining employment and housing and enrolling in school. Thus, the 587A worker and INDEPENDENT LIVING PROGRAM WORKER shall make certain that children have the following documents before they turn 18 to meet their transition plan goals:

- 1. Birth certificate, and if applicable, adoption or name change decree;
- 2. Social Security card or permanent residency card and immigration documents;
- 3. High School diploma or GED transcript;
- 4. Grade transcripts, and if applicable, Individualized Education Program (IEP) or 504 plan;
- 5. State ID, state driver’s license, or passport;
- 6. Health insurance or Medicaid/Med-QUEST card;
- 7. Medical, health and dental records;
- 8. Annual credit report;
- 9. Letter verifying time spent in foster care; AND
- 10. If the child is Native Hawaiian or eligible to register for membership in a federally recognized Indian tribe, birth certificates to prove ancestry for financial aid and scholarships.

**F. Imua Kākou Eligibility Process (application and supporting documents).** An online application for the Imua Kākou program must be completed to begin the eligibility process. The application can be accessed by the child on Shakatown after registering. The application is lengthy as it contains many important data collection elements required under the federal program. Anyone can assist the young person in completing the application, including the 587A worker, INDEPENDENT LIVING PROGRAM (ILP) WORKER, and EPIC `Ohana.

- 1. The 587A worker shall:
  - a. Ensure that an application has been completed for any child, under 587A jurisdiction, seeking admission into the Imua Kākou program;
  - b. Assist the ILP WORKER with obtaining documents to support the child’s eligibility for the Imua Kākou program;
  - c. Make certain that all documents obtained in support of the child’s eligibility are uploaded to SHAKA;
  - d. Actively check on the progress of the child’s application; AND
  - e. Communicate with and assist the ILP WORKER and/or the CWS Liaison in this process.

**I. Voluntary Care Placements.** Young adults make their own living arrangements while in the Imua Kākou program. A goal for young adults in the Imua Kākou program is to

live independently in *approved* Supervised Independent Living Settings. A variety of living arrangements are permitted while in Imua Kākou voluntary foster care, e.g., renting a room, living with biological parents or former resource caregivers, living in a dormitory, etc., so long as the DHS has placement oversight and monthly supervision. What this means is that once the young adult signs the Voluntary Care Agreement, the DHS will have an Imua Kākou case manager visit the residence within 60 days to assess the placement and young adult for housing services. Additional home visits will occur as necessary and at each new residence. As in 587A cases, monthly in-person visits are required.

1. The 587A worker shall:
  - a. Ask the child where they plan to live while participating in the Imua Kākou program and get a physical address.
  - b. If the child is uncertain about where they will live after the 587A case is terminated, make it a priority to work with the IINDEPENDENT LIVING PROGRAM WORKER to secure a placement before the 587A case closes.

**J. Med-QUEST.** The 587A worker shall:

1. Complete DHS Form 1106. This form is for new applications, to make or report changes to existing accounts, and to notify Med-QUEST Division (MQD) when any foster child exits care at age 18 or older under 587A jurisdiction and to continue coverage until age 26.
2. Inform the child that coverage will continue until age 26, so long as MQD has the child's current contact information. If mail from MQD is returned, coverage may be suspended or terminated.
3. Assist the child with reinstating coverage, if MQD suspends or terminates coverage before the 587A case is closed.

**K. Child Is Ineligible for Imua Kākou.** If the child remains ineligible for the Imua Kākou program, the 587A worker shall:

1. Ensure that the child's 90-Day Transition Plan is updated within the 90 days before the child exits from care at age 18 or older under 587A jurisdiction;
2. Inform the child that they will exit foster care after the hearing to terminate 587A jurisdiction, or as court ordered at age 18 or 19;
3. If an application for the Imua Kākou program was *submitted* on Shakatown, inform the child that they will be contacted by the CWS Liaison to discuss the disposition and possibly to connect the child to the Independent Living Program;
4. Inform the child that they can contact the 587A worker, Intake, ILP WORKER, CWS Liaison, EPIC `Ohana, or apply on their own on Shakatown to enter the Imua Kākou program at any time before the age of 21;
5. Inform the child that they are eligible for Youth Circles and Med-QUEST coverage through age 26; AND
6. Inform the child that they may be eligible for other benefits, provide information about those benefits, and provide a contact number, e.g., Higher Education Program and Independent Living Services.

- L. **Transitioning Young Adults Directly from the 587A Case into Imua Kākou.** If a child under 587A jurisdiction begins an application for Imua Kākou, a CWS Liaison will contact the 587A worker to discuss the possibility of transitioning the child into Imua Kākou immediately after the hearing to terminate the 587A case or the child's 18<sup>th</sup> birthday.
- M. **Roles of the 587A worker, Independent Living Program (ILP) Worker, and CWS Liaison.**
1. **The 587A worker** is responsible for consulting with the child about Imua Kākou, Youth Circles, Med-QUEST eligibility, and other benefits including the state-funded Higher Education Program and Independent Living Program services; monitoring the child's progress in services while under 587A jurisdiction; assisting the youth with completing the Imua Kākou Application; ensuring that each child has a 90-Day Transition Plan updated within the 90 days before the child exits from foster care; gathering and uploading documents to SHAKA; attending any hearings for the 587A case; and closing the 587A case in CPSS/ SHAKA. Once the 587A case is closed, the 587A worker will have no case management responsibility for the case. The 587A worker may play a supportive role to the young adult.
  2. **The Independent Living Program (ILP) Worker** shall collaborate with the child to create an Independent Living Transition Plan (ILTP) that may serve as the 90-Day Transition Plan while under 587A jurisdiction; work with the child to update the ILTP at least every 6 months and within the 90 days before exiting from care; upload transition plans and other documents to SHAKA and make the documents available to the child; and assist the child to become eligible for the Imua Kākou program.
  3. **The CWS Liaison** shall be responsible for managing Imua Kākou applications; opening and closing the Imua Kākou case in CPSS/ SHAKA; managing Voluntary Care Agreements and consents; preparing and filing the petition to enter Imua Kākou; approving placements; ensuring Imua Kākou voluntary foster care benefits are initiated and services are provided; approving Imua Kākou case plans and court reports; filing and distributing Imua Kākou case plans and court reports; uploading court documents to SHAKA; attending Imua Kākou hearings; ensuring that data is logged into SHAKA/CPSS; and communicating with the IMUA KĀKOU CASE MANAGER, 587A worker, and Independent Living Program worker.